

# Center Director's Safety Bulletin

May 21, 2001

## Calendar of Events

### MAY

**"A Clean Space Is  
A Safe Space"**

**Performance  
Evaluation Profile**

### **May Safety Training**

**May 21-22, 2001**

Hydrogen Safety

**May 23-25, 2001**

Fire Hazards

**May 25, 2001**

Oxygen Systems:  
Operations and  
Maintenance

**June 5-6, 2001**

Mobile Crane

**June 12-14, 2001**

Life Safety Code

**Contact the  
Learning Center  
at 3-2996 for a  
video on  
"Housekeeping  
and Teamwork in  
Industry"**

### Directorate Points of Contact

Each Directorate has an appointed Directorate Point of Contact for safety and health concerns (Safety POC). The Safety POC serves as a directorate focal point for safety and health concerns noted in areas under the control of their Directorate. The Safety POC has the responsibility to take appropriate actions to ensure that safety and health concerns are addressed and corrected in a timely fashion, and to keep the Glenn Safety Office (GSO) informed of planned corrective actions. Safety POC's have established procedures within their Directorate, usually via line management personnel, to ensure that violations receive suitable visibility and attention.

The current list of Safety POC's for the Directorates are:

0100/George C. Madzsar	0400/Therease C. Ross
0120/J. William Sikora	0500/Manuel B. Dominguez
0140/Barbara A. Mader	0600/Donald F. Szmania
0160/Chester A. Sipsock	2000/Arun K. Sehra
0180/Cynthia M. Watson	5000/Susan M. Hennie (Marcia Y. Bellamy, Acting)
0200/Miguel Rivera, Jr.	6000/John B. McQuillen
0400/Karen L. Arcuri	7000/Jose M. Vega
0400/Michael W. Goin	9000/Robert F. Lawrence

On a monthly basis, the Chief, GSO, presents statistics from the Facility Inspection Program at the Center's Management Information Meeting. This information exchange keeps Center Management personnel aware of how the Program is functioning, and provides a forum for discussing any need for management intervention.

### Office Housekeeping Guidelines

While office housekeeping may be considered somewhat of a bore, remember that your health and safety may be directly impacted by sloppy housekeeping. Cluttered work areas can delay response by emergency personnel.

Excessive loose paper increases the fire load and the fire potential in the office area and should not exceed 10 pounds. No loose paper is permitted on the floor.

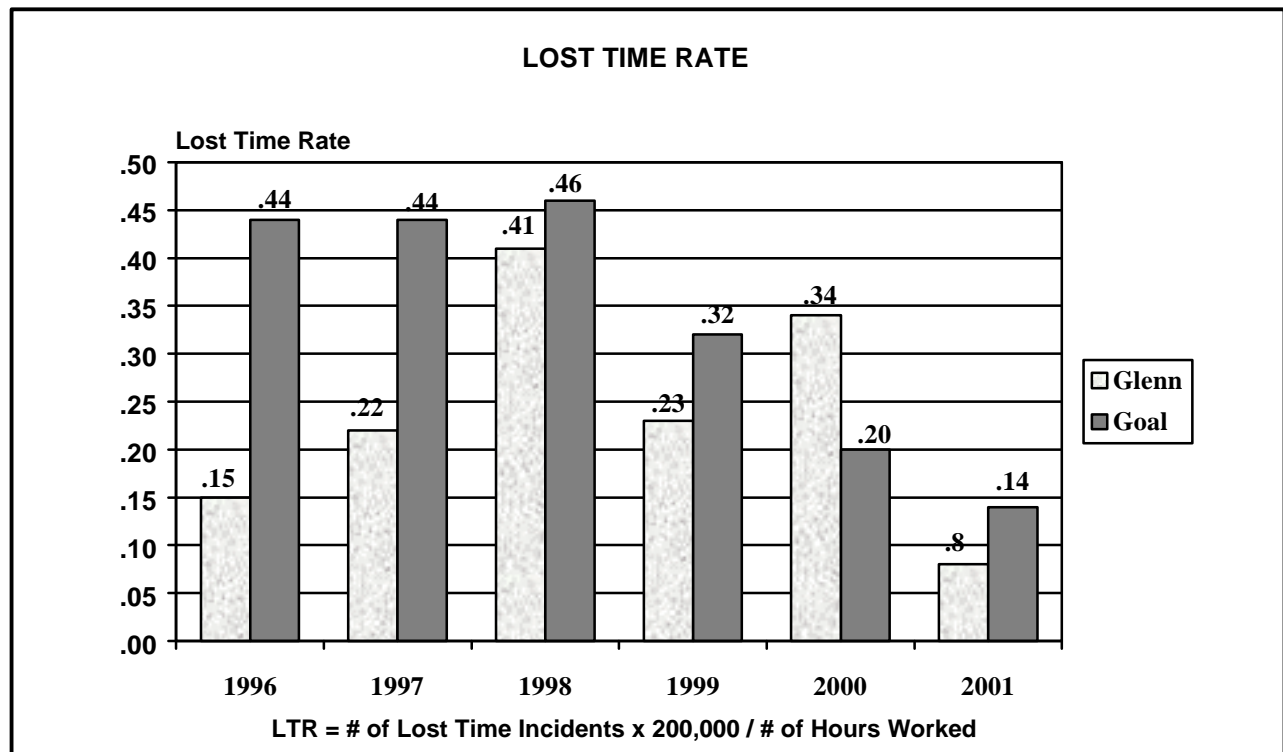
- Large quantities of loose paper should be placed in file cabinets.
- Blueprints and schematics should be stored off the floor in appropriate storage cabinets.
- The egress route must be accessible, with no storage of materials in aisles, corners, or passageways.
- Desk drawers and file cabinets must not be left open.
- Books should be kept on shelving or neatly stored.
- No loose storage above 6 feet or on top of cabinets.
- Cardboard boxes should not be used as permanent storage.
- No office/workstation shall be placed in hallways or exit ways.
- No extension cords shall be used as permanent wiring.
- No chemicals shall be stored in office areas.

### Buckle Up Before You Roll Campaign Review

GRC, in conjunction with Cuyahoga County Officials and the Safe Community Coalition, ran a "Buckle Up Before You Roll" campaign at the Center during the month of April. Over 300 Center employees pledged to buckle up before driving. In addition to informative lectures by safety experts, numerous safety awareness materials were passed out to interested employees. A survey of seat belt users in vehicles entering the Center was taken during the first and last weeks of the campaign. Although the campaign has officially ended, GSO continues to encourage each of you to Buckle Up Before You Roll!

**REMEMBER: Mission Success Starts with Safety**

## Civil Service Injury/Illness Fiscal Year 2001/Third Quarter



### LOST TIME INJURY/ILLNESS SUMMARY

Directorate	Total Incident s	Total Days Lost	Description
7000 Engineering and Technical Services Directorate	1	Continuing	Employee twisted ankle on an irregular concrete surface. Fractured left foot.

### INJURY SUMMARY

Organization Codes	Total # Injury Cases	Injury Type	Body Part(s) Affected	Mishap Environment Agency	Mishap Environment Activity
7000 Engineering & Technical Services Directorate	7	(6) Laceration (1) Puncture	(4) Finger(s) (1) Leg (1) Upper Arm (1) Face	(3) Not Classified (1) Working/Walking Surfaces (1) Machines (1) Hand Tools (1) Material	(3) Striking Against (1) Fall to Different Level (2) Struck By (1) Caught In/On/Between
5000 Research & Technology Directorate	1	(1) Puncture	(1) Fingers	(1) Not Classified	(1) Striking Against